

## Instructions for joining MDOE Connect Web Conferences – 3 Easy Steps

### FIRST

If you have never attended a Connect Pro meeting before

- Test your connection:  
[http://stateofmaine.na4.acrobat.com/common/help/en/support/meeting\\_test.htm](http://stateofmaine.na4.acrobat.com/common/help/en/support/meeting_test.htm)
- Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

### SECOND

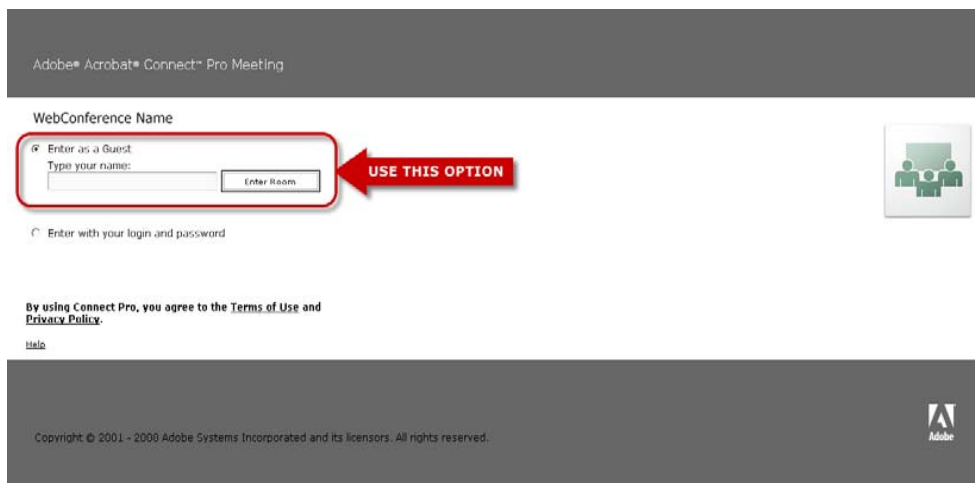
Make sure you have:

- **A computer with a broadband connection to the internet** (Cable, DSL, or WiFi); Dial-Up will not work!
- **Adobe Flash Player** (Flash 7 or later) **installed on your computer**; most computers already have the Flash Player installed – however, if yours does not, or if your Flash Player is in need of updating (version 6 or older), you can download the player for free from Adobe by clicking on this link: <http://get.adobe.com/flashplayer/?promoid=BUIGP> ; this is a safe and quick download.
- **An open, phone line**; we recommend using a hands-free headset or speakerphone.

### THIRD

Shortly before the starting time of the webinar:

1. Go online to the URL provided to you.
2. Enter **your name** in the box when prompted.



Adobe® Acrobat® Connect® Pro Meeting

WebConference Name

☒ Enter as a Guest  
Type your name:

☐ Enter with your login and password

By using Connect Pro, you agree to the [Terms of Use](#) and [Privacy Policy](#).

[Help](#)

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**3. In order to listen and speak during the meeting, you will need to be connected by telephone as well as the Internet.** To help you connect by phone, a box will appear asking for your phone number so the Connect conference room can call you back.



- ***If you have a telephone with a direct-dial phone number***, please accept this option, enter your phone number, and we will call you right back.
- ***If you have a telephone with no direct-line phone number*** (if your phone is only reached by a switchboard, i.e., is an extension), please click on CANCEL when the call-back box appears, then dial-in to the meeting using this access combination:

Dial-In: **1-866-910-4857** or 1-719-387-5500

Pass-Code: **140893**

**DO NOT PLACE YOUR PHONE ON HOLD!**

If you have any questions, please contact the host of your meeting or the technical support person noted in your meeting invitation (if one is identified).

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